USDA

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Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 09–1, Modifications For Travel Compensatory Time

Date: January 9, 2009

To: Holders of the Payroll/Personnel Manual
Agency Personnel Offices
Personnel Officers
Personnel Users Groups
T&A Contact Points

Introduction

Effective Pay Period 01, 2009, the Time Inquiry–Leave Update System (TINQ),
Payroll/Personnel Inquiry System (PINQ), and Information/Research Inquiry System
(IRIS) will be modified to reflect travel compensatory (comp) time separately from regular
comp time.

TINQ

The following modifications will be made to TINQ Screen TI005, COMP LEAVE &
COMP–OTH–RT (see Attachment 1).

- The TRAVEL–COMP–BAL (*Travel Compensatory Time Balance*) field will be
  added. This field will contain the travel comp balance for the hours the employee
  earned while in travel status. These hours are currently stored in the regular comp
  time balance in the existing fields TOTAL–CURRENT–BAL and PRIOR–YR–BAL.
  Notes: (1) On January 12, 2009, a sweep will be conducted for both Title 5 and
  non–Title 5 agencies to remove the travel comp time hours (hours that contain zeros
  in the rate record field(s)) from the TOTAL–CURRENT–BAL and the
  PRIOR–YR–BAL fields and place them in the new TRAVEL–COMP–BAL field.
  The TOTAL–CURRENT–BAL and the PRIOR–YR–BAL fields will now only
  contain regular comp time hours. Once the sweep is completed, agencies will be
  able to view the changes in IRIS Screen 139 and PINQ Screen 049. (2) **TINQ
  Screen TI005 will be unavailable January 11 through January 19, 2009**.

- The EARNED–YTD and USED–YTD fields will no longer be populated for **Title 5
  agencies**. The EARNED–YTD and USED–YTD fields will **only** be populated with
  regular comp time hours for **non–Title 5 agencies**.

- The indicators "C" (compensatory time for travel earned) and "L" (compensatory
  time for travel used) will no longer be necessary to add, update, or subtract travel
  comp time hours in TINQ.

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- The indicator "U" (regular comp time used) will no longer be necessary for regular comp time updates for **Title 5 agencies**. The "U" indicator is still valid for regular comp time updates for **non–Title 5 agencies**.

- The TOTAL–CURRENT–BAL field will be renamed REG–CUR–COMP–BAL.

- The literals "ZERO RATE = TRAVEL COMP" and "*FOR NON–TITLE–5 AGENCY USE ONLY" will be added. Astericks will be placed next to the EARNED–YTD and USED–YTD fields to identify that these fields are **only** for the **non–Title 5 agencies**.

PINQ

PINQ screen PQ049, PACS–LEAVE will be modified to add the COMP–TRAVEL–BALANCE field (see Attachment 2).

IRIS

The following modifications will be made to IRIS Screen IR139, COMPENSATORY LEAVE & RATE (see Attachment 3).

- The TOTAL–CURRENT–BAL field will be renamed REG CURR COMP BAL.

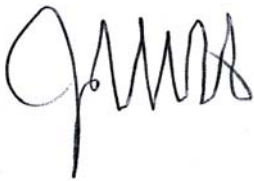- The COMP TRAVEL BAL field will be added.

Statement of Earnings and Leave (SEL)

The TRAVEL–COMP–BAL (Travel Compensatory Time Balance) will **not** be a separate field on the employee's SEL. These hours will continue to be stored in the existing field COMP–BALANCE on the employee's SEL.

The COMP–ACCRUED and COMP–USED fields on the employee's SEL will now be blank for all types of comp time leave.

Inquiries

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about these changes to the Payroll/Personnel Call Center at **504–255–4630**.

JOHN S. WHITE, Acting Director
Government Employees Services Division

Attachments

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TI005  DB    85           COMP LEAVE & COMP–OTH–RT        DATE: 11/06/09
SSN: _____           ZERO RATE = TRAVEL COMP         TIME: 14012367
AGENCY: _____      *  FOR NON–TITLE–5 AGENCY USE ONLY    PAGE: 0001
SCREEN OPT: 05                                     LAST–UPDATE BY:
                                   TRAVEL–COMP–BAL              +0000.00
ERROR–CODE              0          PRIOR–YR–BAL                 +0000.00
FORFEITED          +0000.00        PRIOR–YR–BAL2                +0000.00
*EARNED–YTD        +0000.00        LEAVE–USED–RELIG–OBSER–YTD +000.00
*USED–YTD          +0000.00        COMP–LV–BAL–REL–OBSER        +0000.00
REG–CUR–COMP–BAL   +0000.00        COMP–LV–CHANGED–DATE
                                   RATE RECORDS
YR PP  RATE     HOURS IND     YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND




---------------------------- RESPONSES ------------------------------------
CLEAR = EXIT              ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO     PF8 = FORWARD
```

PQ049 000000000   00 00   PACS–LEAVE   01/06/09
                            HIST NO 0000 RCD NO 0000
                                    9999

COVERED–BY–TA   PP 00 YR 00
ANNUAL–LEAVE–CATEGORY   0   CREDIT–LV–CUR–BAL–START–PP   .00
ANNUAL–LV–CARROVER–BAL   .00
ANNUAL–LEAVE–ACCRUALS–YTD   0000   SICK–LEAVE–CARRYOVER–BAL   .00
ANNUAL–LEAVE–USED–YTD   .00   SICK–LEAVE–ACCRUALS–YTD   000
ANNUAL–LEAVE–CURRENT–BAL   .00   SICK–LEAVE–USED–YTD   .00
ANNUAL–LV–ACCRUAL–REDUCTN   000   SICK–LEAVE–CURRENT–BAL   .00
ANNUAL–LV–PT–CARROVER–HRS   .00   SICK–LV–ACCRUAL–REDUCTION   000
ANNUAL–LV–ACCRUED–SES   000   SICK–LV–PT–CARROVER–HOURS   .00
ANNUAL–LEAVE–ACCRUAL–TA   00   SICK–LEAVE–ACCRUAL–TA   00
ANNUAL–LEAVE–ERROR–CODE   0   SICK–LV–CUR–BAL–START–PP   .00
ANNUAL–LV–CUR–BAL–START–PP   .00
ANNUAL–LEAVE–45–DAY–CODE   COMP–LV–TOTAL–CURRENT–BAL   .00
ANNUAL–LV–45–DAY–CARROVER   .00   COMP–LV–EARNED–YTD   .00
                                              COMP–LV–USED–YTD   .00
HOME–LV–CUR–BAL–START–PP   .00   COMP–LEAVE–ERROR–CODE   0
SHORE–LV–CUR–BAL–START–PP   .00   COMP–LV–CUR–BAL–START–PP   .00
BAL–REL–OBSER–START–PP   .00   COMP–LV–PRIOR–YR–BAL   .00
MILITARY–LV–DAYS–YTD–REG   00   COMP–LV–BAL–REL–OBSER   .00
MILITARY–LV–HOURS–YTD–REG   .00   COMP–TRAVEL–BALANCE

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SSN 000000000  AG      * COMPENSATORY LEAVE & RATE *     01/06/09  IR139
SCREEN 000 NAME


ERROR CODE              0      PRIOR YR BALANCE                    .00
FORFEITED              .00     PRIOR YR BALANCE 2                  .00
EARNED YTD            .00      LEAVE USED RELIG OBSER YTD          .00
USED YTD             .00       BALANCE RELIGIOUS OBSER             .00
REG CURR COMP BAL    .00       CHANGED DATE JULIAN 00000 CAL    00 00 00
COMP TRAVEL BAL      .00       CHANGED ID


                        * RATE RECORDS *
       YR PP  RATE  HOURS      YR PP  RATE  HOURS     YR PP  RATE  HOURS




PLEASE ENTER SSNO AND PRESS ENTER                   1400
PF1 = SUB MENU   PF5 = HELP    ENTER = INQUIRY    CLEAR =  EXIT
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